

Mecklenburg County Park and Recreation Department **Athletic Field Reservation Process**

Purpose:

This document outlines the procedures through which an individual, organization, or group can reserve fields owned by Mecklenburg County Park and Recreation Department (MCPRD). The intent of the processes outlined herein is to maximize the use of county-owned fields in a manner that is fair, equitable, and consistent with the mission of the MCPRD, while balancing the use/non-use dichotomy in such a manner as to foster ideal turf conditions.

Overview:

The information contained in this document establishes the policies and procedures that govern allocation and use of MCPRD athletic fields. Specifically, the document outlines:

Part A: Procedures for booking field(s) for one-time use (practice or game)

Part B: Procedures for booking field(s) for leagues or multiple uses

- All requests for ongoing (repeat) use of fields by an individual/organization/group must go through the process for booking fields for leagues or multiple uses.

Part C: Procedure for securing use of baseball/softball fields for tournaments

General Guidelines:

- Procedures for reserving athletic fields and all other amenities at the Mecklenburg County Sportsplex in Matthews are governed by separate guidelines. Contact the Facility Manager for information.
- MCPRD will close multi-purpose fields June 1 – August 15 for field rest and rehabilitation.
- Users agree to abide by all ordinances and regulations of the Mecklenburg County Park and Recreation Department, and any other governmental laws and regulations applicable to use of said premises.
- Users agree to hold harmless and indemnify Mecklenburg County and all of their officials, officers, employees or agents, with respect to any injury or property damage caused by user or user's employees or agents, including damage to park property or other public property.
- No user is permitted to sublease any booked facility to another user.
- Any changes to field reservations must occur at least 7 days in advance of the original reservation date for one-time use and 30 days in advance for tournament, leagues, & groups with multiple dates reserved to receive a credit for future use. Any changes to tournament reservations are subject to the forfeiture of the non-refundable event deposit. All requests for changes must be communicated via email to the respective region's Athletic Facility & Event Coordinator.
- In the event of field closure by MCPRD due to inclement weather or another reason, group/organization is responsible for contacting the Athletic Facility & Event Coordinator via email within 48 hours of closure in order to reschedule or receive credit for closure for one time or multiple use bookings (exception: maintenance and/or capital improvement agreements).

Part A: Procedure for Reserving Field(s) for One-Time Use

An individual or group wishing to reserve a field for a single practice or game may do so by calling the Athletic Facility & Event Coordinator. Those customers who make a one-time reservation must pay in full ***by credit card when the reservation is made***. **Fields are available on a first come, first served basis.**

The following policies pertain to reserving a field:

- Reservations must occur at least 48 hours in advance of the start time of the rental.
- All weekend reservations must be made on or before Wednesday by 12pm the week of the desired date.
- No reservation for single use will be processed more than 60 days in advance of the rental date.
- Additional fees are charged for lights and field preparation. Any special needs must be communicated to the region's Athletic Facility & Event Coordinator in writing.
- All reservations must be paid by credit card at the time the reservation is made. Reservations are not confirmed until payment is received.
- Any changes to a one time-use reservation must be made through contacting the respective Athletic Facility & Event Coordinator at least 7 calendar day in advance.

Part B: Procedure for Booking Field(s) for Leagues or Multiple Uses

Because repeat use of a field for the purpose of conducting league play involves added commitment on the part of both the individual/organization/group renting the field and MCPRD, a separate process for securing space must be followed. This section describes the following:

- How a group/organization establishes its eligibility to rent fields from MCPRD;
- Specific timeframes during which an eligible organization/group may request field space;
- The process through which booking requests received from eligible organizations are considered by MCPRD;
- How an organization retains its eligibility to reserve fields during future seasons.

The respective Athletic Facility & Event Coordinator is the MCPRD point of contact for all actions listed in this section.

Step 1: Applicant establishes eligibility to rent fields from MCPRD

1. Organization/group applying for eligibility must furnish MCPRD with the following documents in order to demonstrate activities will be suitable for MCPRD fields:
 - o Name and contact information of individual representing the organization/group in booking matters
 - o Copy of policy outlining discipline procedures for addressing behavioral problems of participants and spectators
 - o Link to group/organization's website (if applicable)
 - o Other information as requested by MCPRD Athletic Facility & Event Coordinator.
2. Once information is received, Athletic Facility & Event Coordinator evaluates the request to determine if MCPRD facilities are an appropriate fit for the organization/group's activities.

Step 2: Applicant requests space

1. Submit the following to the Athletic Facility & Event Coordinator during the dates noted below:
 - o Completed "MCPRD Field Reservation Request Form"

Application deadlines are as follows for MCPRD Sports & Fitness Programs, Annual Field Use and Maintenance Agreements, and Non Baseball/Softball Tournaments:

Season Dates	Date Due to Athletics	Contract Sent
Jan. 1 through July. 31 (Spring)	Sept. 1-15	Nov. 1
Aug. 1 through Dec. 31 (Fall)	Mar. 1-15	May. 1

Application deadlines are as follows for leagues and multiple users:

Season Dates	Date Due to Athletics	Contract Sent
Jan. 1 through July. 31 (Spring)	Oct. 1-15	Nov. 1
Aug. 1 through Dec. 31 (Fall)	Apr. 1-15	May. 1

NOTE: Tournament reservations are handled through a separate process with independent deadlines. See Part C of this document.

Step 3: Availability is confirmed

1. Following application deadlines, Athletics Facility & Event Coordinator will review all request and confirm availability based on the following criteria:
 1. Annual field use and maintenance agreement
 2. MCPRD in-house, sponsored, or co-sponsored activity
 3. Historical user group in good standing (facility specific)
 4. Existing or expanding organization affiliated with MCPRD
 5. New organization to MCPRD
2. Scheduling and allocating fields within criteria above:
 - o Programs serving a higher percentage of Mecklenburg County residents are given priority over those which serve lower numbers of residents.
 - o Youth programs are given priority over adult programs.
 - o Programs which do not duplicate MCPRD programs already in place in a given vicinity receive priority.
 - o Requests from non-profit organizations receive priority over requests from for-profit organizations.
 - o Suitability of use compared with size of space requested is considered.
 - o Groups/organizations who have used MCPRD fields in the past and met terms of field use agreement receive priority in scheduling over those who did not.
 - o Games are given scheduling priority over practices.
3. Once space is confirmed and fees are paid, the Athletic Facility & Event Coordinator will reserve the athletic facility (ies) and prepare a facility rental permit stating dates, times and location of field(s) that have been reserved that includes specific terms and conditions of use.

Step 4: Reservation is secured

1. Once a facility rental permit is received, group/organization must submit the following to the respective Athletic Facility & Event Coordinator within 48hrs of the date of the facility rental permit:
 - o A signed copy of the facility rental permit.
 - o A credit card of an individual who is authorized to make a payment for the group/organization to keep on file to charge payments.
 - o Certificate of insurance listing Mecklenburg County as additional insured and certificate holder (address. 600 East 4th St. Charlotte, NC 28202) per terms included on the facility rental permit.

2. Athletic Facility & Event Coordinator will email the group/organization representative who is authorized to make a payment to request approval to charge the credit card for each payment.
3. Group/organization is responsible for payment of balance due. In the event payment is not received, all reservations will be cancelled.

Exception: Those reservations made under annual field use and maintenance agreements and/or capital improvement agreement will reconcile all expenses and usage annually. Any and all payments required will be rendered at the annual reconciliation meeting.

Step 5: Changes and cancellations

1. Any changes to field reservations, excluding cancellations, must occur at least 7 calendar days for one time users and 30 calendar days for tournaments, leagues, and multiple date user groups in advance of the proposed date change; an opportunity to reschedule will be provided. All request for changes must be communicated via email to the respective Athletic Facility & Event Coordinator.
2. In the event of field closure by MCPRD due to inclement weather or any other reason, the renter is responsible for contacting the respective Recreation Coordinator Supervisor via email within 48 hours of the cancellation in order to reschedule. Refunds will not be granted in the event of inclement weather.

Step 6: Determination on future ability to rent space

1. MCPRD reserves the right to cancel a reservation or facility rental permit at any time. Actions which may warrant cancellation include:
 - Rental fees and/or required documentation are not submitted/paid by specified deadlines;
 - Field damage caused by a group or organization and any violation of any rules, regulations, and laws
 - Group/organization violates the Mecklenburg County's discrimination policy which prohibits discrimination on the basis of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;
 - Dangerous or violent behavior;
 - Progressive disciplinary measures to address behavior problems of spectators, coaches, officials, staff or participants are not established and followed;
 - Group or organization violates regulations as related to concessions, advertising, or charges admission fees for games on public athletic fields without prior permission.
 - Unauthorized use of alcohol.
2. Groups/organizations retain their eligibility to rent fields in subsequent seasons provided the terms and conditions listed in this document and the facility rental permit are met.
3. After two years (i.e. Spring 2016/2017, fall 2016/2017 or spring & fall 2016 & 2017) of utilizing specific field space through proper procedures, Historical User Group Status is afforded to the respective group/organization for fields used. This status extends added priority in scheduling for subsequent seasons as noted in Step 3, section 2.

Part C: Procedure for Securing Field(s) for Baseball/Softball Tournaments

Step One: Information sent to Tournament Directors.

- o Letter details time and location of tournament reservation meeting for the subsequent year. Available weekends and facilities are reviewed.

Step Two: Requests for tournaments.

- o Tournaments catering to a national or regional audience are given priority over tournaments with a local and/or state audience. Tournament Director must submit a list of potential tournament dates to the Athletic Facility & Event Coordinator prior to the Tournament Reservation Meeting.
- o "First right of reservation" is assured if tournament is reserved on the same weekend in previous year:
 - Organization paid all fees to MCPRD by established deadlines, and is in good standing
 - Produced participant numbers and/or number of tournaments requested;
 - Desires to use the same facility in subsequent year;
 - Was free of incidents involving participants and/or spectators.

Step Three: Tournament reservation meeting.

- o Any general issues or concerns related to tournament administration from previous year are discussed.
- o All tournament dates canceled by the tournament director no longer have priority and are available for reservation.
- o Tournament dates for the following year are assigned on calendar at the tournament director's meeting. Priority for booking tournaments is as follows:
 1. National tournaments
 2. Regional tournaments
 3. State tournaments
 4. Tournaments from previous year(s) having "first right of reservation" according to Step 2 above.
 5. Local tournaments
- o Within the criteria outlined above, multi-site tournaments receive priority over single site events.

Step Four: Performance Agreements prepared and signed.

- o Tournament Director must pay a \$306 non-refundable deposit per athletic field complex, per tournament booked at the director's meeting.
- o Any and all outstanding balances must be paid in accordance with the facility rental permit by the listed deadline(s).

Step Five: Field specifications and timeline.

- o The Tournament Director must provide the Athletic Facility & Event Coordinator with field specifications and measurement (base distances, portable fence setup, etc.) and a preliminary tournament schedule no later than noon (12:00pm) on the Wednesday prior to the start date of the tournament.
- o Tournament Director is encouraged to meet with the Athletic Facility & Event Coordinator on-site in advance of the start of the tournament to discuss all special needs.